






Con-nect User's Guide

Con-nect meets the needs of a wide scope of users; ranging from those who use it to perform daily office tasks, to those who perform special tasks - which may include the integration of Natural programs.

This documentation is subdivided into the following parts:

	Part 1. Fundamentals	Contains all the information you need to get started with Con-nect. This part explains how to log on to Con-nect and how to issue commands. It also explains the general types of screens and commands used in Con-nect and the help system. The information in Part 1 is not repeated elsewhere in the documentation, so you should read this part of the documentation before proceeding to topics that interest you.
	Part 2. Mail Handling	Contains all the information you need to handle your mail. This part explains how to send a memo or phone message, to enter the users to whom you frequently send mail in a distribution list, and to enter in your personal address book a nickname for a user whose name is difficult to remember. It also explains how to manage your new mail in the Inbasket (for example, how to reply to mail immediately, or postpone it so that it re-appears as a new mail item at a later date) and the mail you have sent to other users in the Outbasket (for example, how to check whether the addressee has already read your mail).
	Part 3. Filing	Contains all the information you need to arrange your cabinet into folders and files. This part explains the function of the system folders and how to retrieve from the Wastebasket objects that you have erased.
	Part 4. Document Management	Contains all the information you need to handle documents, including information about the Con-nect editor. This part explains how to import a PC file or Natural object, and how to export a Con-nect document to a PC or to a Natural library. It also explains the Con-nect document formats and how to translate a document into another format. Finally, it describes the printer profiles, i.e. the command sequences that are needed by a particular printer to produce the intended output.
	Part 5. Time Management	Contains all the information you need to handle your Con-nect calendar. This part explains how to invite other users to a meeting, and to enter appointments, reminders and todos. It also explains how to manage resources (for example, a PC or a particular room) and "invite" a resource to a meeting.

●	Part 6. Other Office Functions	Explains how to use the notepad to write quick notes for your personal use, work with reference documents which are used to provide information on documents that are not stored in Con-nect, and to search for an object for which you have previously defined keywords. This part also explains how to use the bulletin board, to display the address and phone number of a specific Con-nect user, to copy a Con-nect screen to the Con-nect editor, to display a list of your last activities on your Con-nect desktop, and to lock your terminal so that you can leave your logged-on terminal unattended without the risk of an unauthorized person viewing the contents of your cabinet.
●	Part 7. A Customized Environment	Contains all the information you need to customize Con-nect so that it suits your individual needs. This part explains how to modify your user profile, your Con-nect password and the PF-key assignments. It also explains how to work with command aliases, menus and forms, and to authorize other users to access your cabinet.
●	Part 8. Integration of Natural	Contains all the information you need to integrate Natural programs into your office environment. This part explains how to create a document using a program, and to link a procedure to a document in order to replace the variables in a document text and to update your database. It also explains how to use an application to run a Natural program directly from your Con-nect session.
●	Part 9. Con-nect Text Retrieval	Contains all the information you need to work with Con-nect Text Retrieval. This part explains how to retrieve text from documents and reference documents and how to define queries.

The following topics are covered below:

- Conventions
- Terminology

Conventions

The following explains how commands, objects, names and dates are represented in this documentation.

However, when you enter a command or command sequence in the command line, you can use any combination of upper and lower case letters. See *Issuing Con-nect Commands* for further information on how to issue commands.

DISPLAY Document *name*

This denotes a command sequence.

DISPLAY

A command is entirely in upper case letters.

Document

The object in a command sequence starts with an upper case letter.

name

The name in a command sequence is printed in lower case italics. When you issue a command sequence, you must always replace the word *name* with the actual name.

date

The date in a command sequence is printed in lower case italics. When you issue a command sequence, you must always replace the word *date* with the actual date.

Terminology

This section defines the most frequently used terms in this documentation. You need to understand these terms to work successfully with Con-nect.

Administrator

The person who manages Con-nect in your environment. Your administrator can customize Con-nect to fit the needs of your environment.

Blank substitute character

When you use a name which consists of several words in a command sequence, you must replace each blank within the name by the blank substitute character. By default, the slash (/) is the blank substitute character. It is defined in your user profile. See *Language, Command Sequence and Autosave*.

Cabinet

The Con-nect storage space, which can be visualized as your office that contains all the objects you need to work with Con-nect. Generally, each user is assigned a private cabinet (no one else has access to that cabinet). In addition, Con-nect contains other types of cabinets which can be accessed by several users. Your administrator can tell you about the cabinets that are available to you within your environment.

Cabinet ID

The name which identifies a specific cabinet. The cabinet ID of your private cabinet is the same as your user ID.

Command

An instruction which tells Con-nect what to do with an object, or what new function to start. See *Commands*.

Command alias

A short replacement for a command or a command sequence. See *Command Aliases*.

Command abbreviation

The shortest character string which uniquely represents a command. Command abbreviations can be entered in the command line or in the Cmd-column.

Cmd-column

The Cmd-column consists of two-character long input fields which are located to the left of the object names in a screen which displays a list of objects. Command abbreviations can be entered in this column to perform an action on an object. The applicable commands are listed in the command prompting lines.

Command line

The line in which you enter a Con-nect command, command sequence or command alias. It is preceded by "Command /".

Command prompting line(s)

The command prompting lines are shown at the bottom of a screen. They are context-sensitive lines listing all the Con-nect commands which apply to the specific object(s) shown in the screen. The command FLIP, or the PF-key assigned to FLIP, alternates between the display of these lines and the PF-key lines.

Command sequence

A command issued in conjunction with an object and/or name or date. The standard sequence is "command object name" or "command object date" (name or date are only required if you refer to a specific object).

Date

A date associated with a Con-nect calendar entry.

Function

A discrete unit of work which can be performed using Con-nect, e.g. sending mail, reading items contained in your Inbasket, or writing a document. Functions are started by issuing a command, command sequence or command alias.

Name

A word (or words) which uniquely identifies an object. When you use a name which consists of several words in a command sequence, you must replace each blank within the name by the blank substitute character; by default, this is the slash (/).

Object

An item stored in Con-nect (for example, a document or meeting). Objects are discussed in individual sections later in this documentation.

PF-keys

A program function key. In many of the screens, commands are assigned to PF-keys, and can be issued by pressing the specific PF-key. Your administrator can modify the default PF-key assignments.

PF-key lines

The PF-key assignments are shown at the bottom of a screen. The first line lists the names of the PF-keys, and the line below it shows the command assigned to each key in that screen. The command FLIP, or the PF-key assigned to FLIP, alternates between the display of these lines and the command prompting lines.

Screen

The display on your monitor. It can, for example, be a menu, a document, information pertaining to an object, a list of objects or a series of lines which you must fill in. See *Con-nect Screens*.

User ID

The name by which Con-nect recognizes you. It is also the name of your private cabinet and identifies mail you send or receive.